



# Job Opportunity

## State Controller's Office

**Position:** Associate Personnel Analyst/Staff Services Analyst  
Work Hours: 8:00 a.m. - 5:00 p.m.  
(Subject to Budget Enactment)

Statewide

**Location:** Administration and Disbursements Division  
300 Capitol Mall , 6th Floor, Suite 619, Sacramento 95814

**Issue Date:** July 5, 2007  
**Final Filing Date:** Until Filled

**Contact/Telephone:**  
Sally Lim, (916) 324-6750

**Who May Apply:** Individuals who are currently in this classification, eligible for a lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply.

**California Relay Service: 1-800-735-2929**  
**Position Number(s):** 051-150-5142-XXX  
051-150-5157-XXX

*Please call (916)323-3055 to request reasonable accommodations*

### Scope of the Position:

With direction provided by the Staff Services Manager II or management staff, the incumbent is responsible for various personnel management programs for the Office of the State Controller in accordance with the State Personnel Board's (SPB's) and the Department of Personnel Administration (DPA) rules and regulations. Duties include, but are not limited to the following:

### Duties and Responsibilities:

*Candidates must perform the following essential functions with or without reasonable accommodations*

- DUTIES WILL COMMENSURATE WITH LEVEL HIRED
- Perform projects associated with the following critical personnel management programs: Board Items, Classification Studies, Adverse Actions, Allocation Guidelines, Organizational Charts and Layoffs;
- Provide support to division senior management with their current and future recruitment to meet changing fiscal program needs;
- Provide support to divisions with their staff development and training programs as need for more technical staff is progressing;
- Interpret Civil Service laws, rules, and regulations for line program staff;
- Assist with development of policies affecting Human Resources program;
- Prepare manuals to be used by division staff to ensure compliance with Human Resources programs;
- Provides consultative services to divisions needing assistance with position justifications;
- Confer with legal staff when administrative and civil court actions brought by current or former employees;
- Meet and confer with SPB and DPA to resolve personnel management issues of common interest.



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



*Applications will be screened and only the most qualified will be interviewed*

**How to Apply:**

**All hires will be subject to a background check.**

**For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.**

Please submit a STD. 678 State Application and Résumé to:

**State Controller's Office**  
Human Resources Office  
300 Capitol Mall, Suite 619  
Sacramento, CA 95814

Attn: Marcy Maeda-Imai